

Making a field obligatory



This tutorial explains how you can make a field on a form obligatory. After doing so, an applicant will only be able to submit the (application) form after completing this field.



Settings > Database manager > choose manage forms > choose the form that contains the field you want to make obligatory



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Every field in the form overview on the right has **a box**.

■ **Personal information** ⋮ ⬆ ⬆ ⬆ ⬆ ⬆ ⬆

■ **Add fields**

■ famnaam (14) ⬆ ✕ ☐ ⬆ ⬆ ⬆ ⬆

■ voornaam (13) ⬆ ✕ ☐ ⬆ ⬆ ⬆ ⬆

■ Facebook adress (2670) ⬆ ✕ ☐ ⬆ ⬆ ⬆ ⬆

■ **Information** ⋮ ⬆ ⬆ ⬆ ⬆ ⬆ ⬆

▲ Unchecked fields are not obligatory.

▼ **Check the box** next to a field to make this field obligatory in the form:

■ famnaam (14) ⬆ ✕ ☒ ⬆ ⬆ ⬆ ⬆

■ voornaam (13) ⬆ ✕ ☒ ⬆ ⬆ ⬆ ⬆